Chapter

10

Purchasing Module

The Purchasing module allows you to create Purchase Orders, Auto-Generate Purchase Orders and setup Vendor codes. This Chapter describes how to use the Web Work, Purchasing module.

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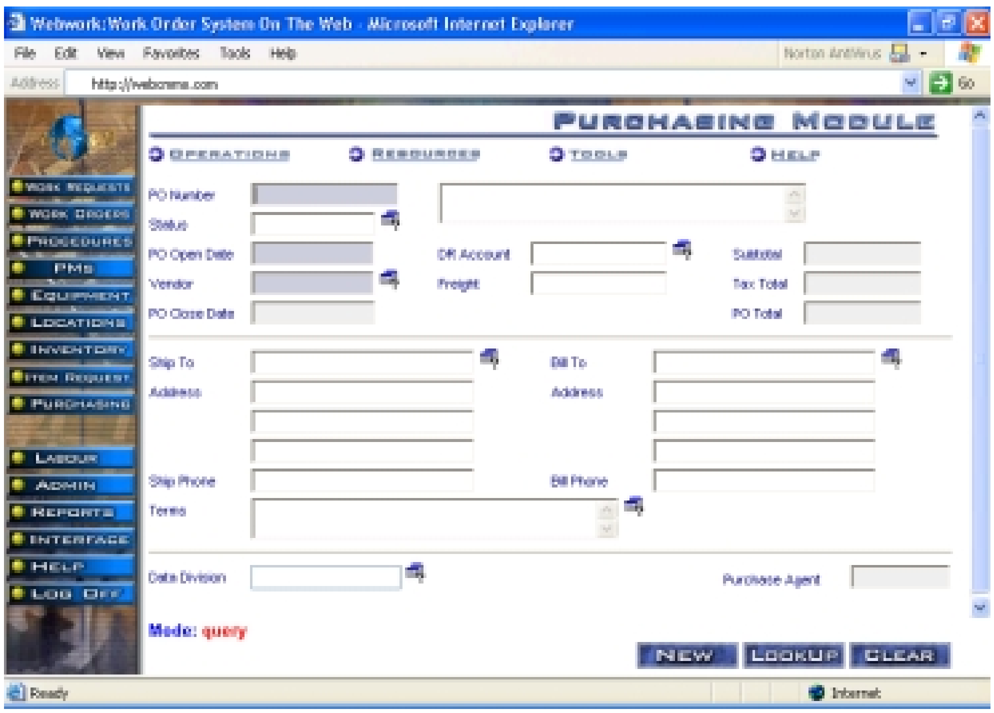
1.1 Overview of the Purchasing Module

The Purchasing module is used to create purchase orders and invoices. The Vendor module is a sub module of the Purchasing module and can be accessed from the OPERATIONS menu.

Click on the PURCHASING button  on the left hand side of the screen to access the Purchasing module.

When you enter the Purchasing module you will be in Query mode as pictured below:



The OPERATIONS, RESOURCES, TOOLS and HELP drop down menus contain the various features available in the Purchasing module.

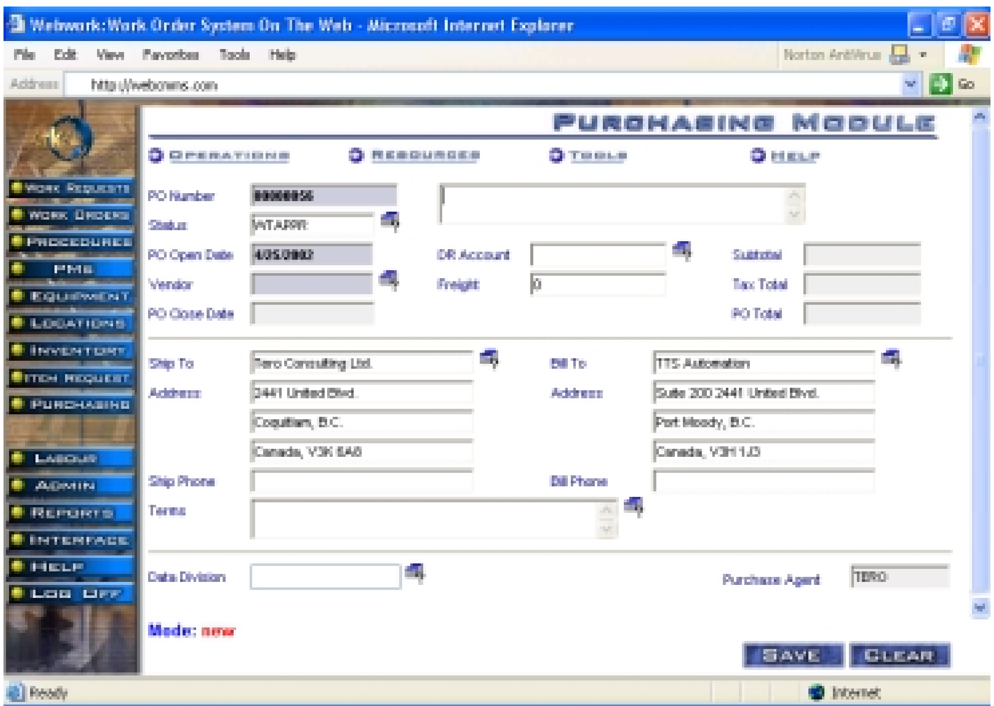
Web Work includes "help files" for all field names. To access these help files, click on the field name. A popup window will open displaying help for the field selected.

2.1 Creating Purchase Orders

To create a Purchase Order:

- Click on the PURCHASING button PURCHASING on the left hand side of the screen to access the Purchasing module.
- Click on the OPERATIONS menu at the top of the Purchasing Screen to display the drop down menu.
- Select New PO Auto-Number or New Purchase Order from the drop down menu or click on the NEW button NEW to open the Purchasing module in New mode.

  A screen similar to the one pictured below will open:



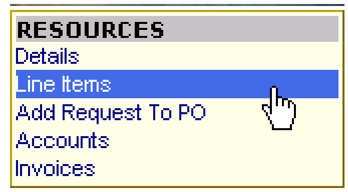
- Enter information into the fields.
- Click on the on the SAVE button SAVE to save the purchase order.

The next step is to add line items to the Purchase Order. To add line items click on the RESOURCES button at the top of the screen and select Line Items from the drop down menu. See adding PO Line Items for more information on adding line items to a purchase order.

3.1 Adding Line Items to a Purchase Order

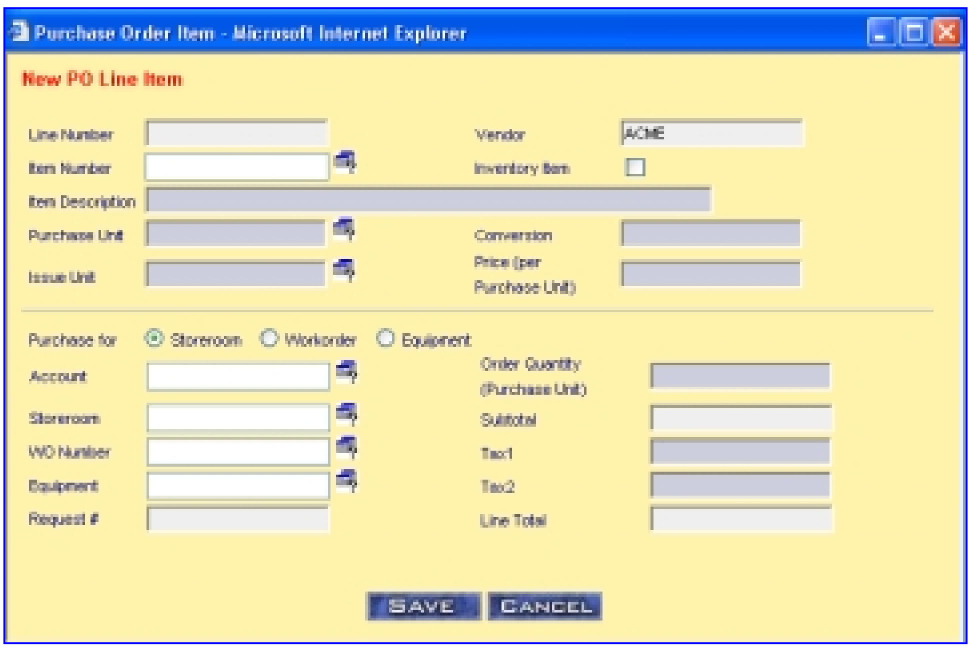
To add line items to a purchase order:

- Click on the PURCHASING button on the left hand side of the screen to access the Purchasing module.



- Click on the menu at the top of the Purchasing Screen to display the drop down menu.
- Select Line Items from the drop down menu.
- The Line Items screen will open. A table showing any line items on this purchase order will be displayed on the screen.
- Click on the NEW button to add line items to this purchase order.

  The New PO Line Items screen will open as pictured below:



- The Vendor information is carried forward from the main purchase order screen.
- Enter the item number or click on the on the QUERY button to select an item from the Web Work database.

  When an item is selected, the Inventory Item, Item Description, Purchase Unit, Issue Unit Conversion and Price per Purchase Unit are populated with the information that was entered on the inventory record. If any of these fields were left blank when the inventory record was created, likewise they will be blank when selected in the line items screen.

- Click on the applicable RADIO button beside "Purchase for " Storeroom or Work Order or Equipment.

- If you select Storeroom then you will need to select the applicable storeroom from the drop down menu beside the storeroom field.

  If you select Work Order, the work order number must be entered in the Work Order # field.

  If you select Equipment, the equipment number must be entered in the Equipment field.

- Click on the QUERY button to select the storeroom, work order or equipment from the Web Work database.

- Enter the quantity of the item to be ordered with this PO and hit the tab button on your keyboard.

- The Subtotal, taxes and Total will be calculated by the Web Work system.

- Click on the SAVE button to save the line items or on the CANCEL button to cancel this operation without saving.

For non-inventory items, simply enter information manually into the applicable fields. When the line item is saved a message box will appear asking if you wish to add this item to inventory. Clicking on the YES button will add this item to inventory.

You will note that the Sub Total, Tax and Total fields now display the information from the line items you entered.

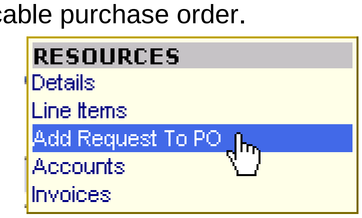
4.1 Adding Requests to a Purchase Order

To add requests to a purchase order:

- Click on the PURCHASING button on the left hand side of the screen to access the Purchasing module.

- Perform a purchasing query to locate and open the applicable purchase order.

- Click on the RESOURCES menu and select Add Request to PO from the drop down menu.



- The Item Requests window will open.

- Click in the checkbox checkboxes beside any of the items you want to add to the purchase order.

- Click on the UPDATE button in the Add to PO column.

- The add Line Items window will open.

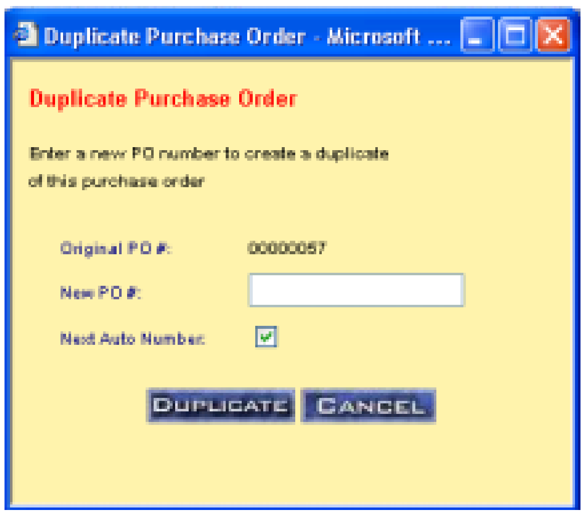
- Confirm the information and then click on the SAVE button to save the line item.
- Click on the CLOSE button to close the Items Request screen.

5.1 Duplicating Purchase Orders

The duplicate Purchase Order feature allows you to create a new purchase order by copying an existing purchase order, to help save on data entry time.

To duplicate a Purchase Order:

- Perform a purchase order query to locate and retrieve the purchase order you wish to duplicate. See purchase orders queries for more information on queries.
- Click on the OPERATIONS menu at the top of the Purchasing Screen to display the drop down menu.
- Select Duplicate this PO from the drop down menu.
- Enter a New PO # or leave this field blank and click on the check box beside next auto-number Next Auto Number: ☑ to have the system assign the next available auto-number to this PO.
- Click on the DUPLICATE button DUPLICATE to save the new PO.



The new purchase order will be opened in edit mode. Edit and save the new purchase order.

6.1 Purchase Order Accounts

A Purchase Order can be assigned to one account or to a variety of accounts depending on the accounting practices of your organization. If only one account will be used to apply the costs of the purchase order, simply enter the applicable account in the Account # field on the main purchase order screen.

When assigning purchase orders costs to multiple accounts you can set the costing to never exceed either the percentage rate or the cost total you choose.

6.1.1. Applying Purchase Order Costs to more than one Account

To apply purchase order costs to more than one account:

- Click on the PURCHASING button on the left hand side of the screen to access the Purchasing module.

- Perform a purchase order query to locate and retrieve the purchase order you wish to add Accounts to. See purchase order queries for more information on queries.

  - Click on the menu to display the drop down menu.

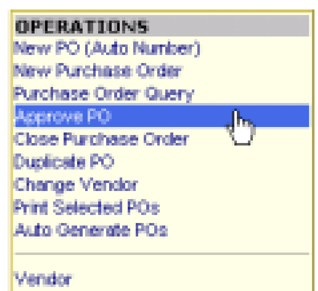
  - Select Accounts from the drop down menu.

- Click on the NEW button to open the Add PO Accounts window.
- Enter an account into the Account field, or click on the QUERY button to select an account from the list of accounts in the Web Work database.
- Enter the percentage of the purchase order that is to be charged to this account. Do not enter a percent sign, only the numerical value of the percent.
- The cost amount will be calculated automatically by the Web Work system.
- Click the RADIO button beside Keep Percentage.
- Click on the SAVE button to save this account information.

  You can then return to the main purchase order screen by clicking on the RESOURCES menu and selecting Details from the drop down menu or by clicking on the CANCEL button on the bottom right hand side of the screen.

7.1 Approving Purchase Orders

To approve a purchase order:



- Click on the PURCHASING button on the left hand side of the screen to access the Purchasing module.
- Perform a purchase order query to locate and retrieve the purchase order you wish to approve.
- Click on the on the OPERATIONS menu and select Approve PO from the drop down menu.
- The status field of the Purchase Order will change to APPR.
- Click on the SAVE button to save the purchase order with the status of approved.

8.1 Changing Vendors

To Change Vendors on a Purchase Order:

- Click on the PURCHASING button on the left hand side of the screen to access the Purchasing module.
- Perform a purchase order query to locate and retrieve the purchase order you wish to change the vendor on.
- Click on the on the OPERATIONS menu and select Change Vendor from the drop down menu.

The Change Vendor screen will open as pictured below:

- Enter a New Vendor or click on the QUERY button to select a new vendor from the Web Work database.
- Click on the SAVE button SAVE to save the purchase order with the new vendor.

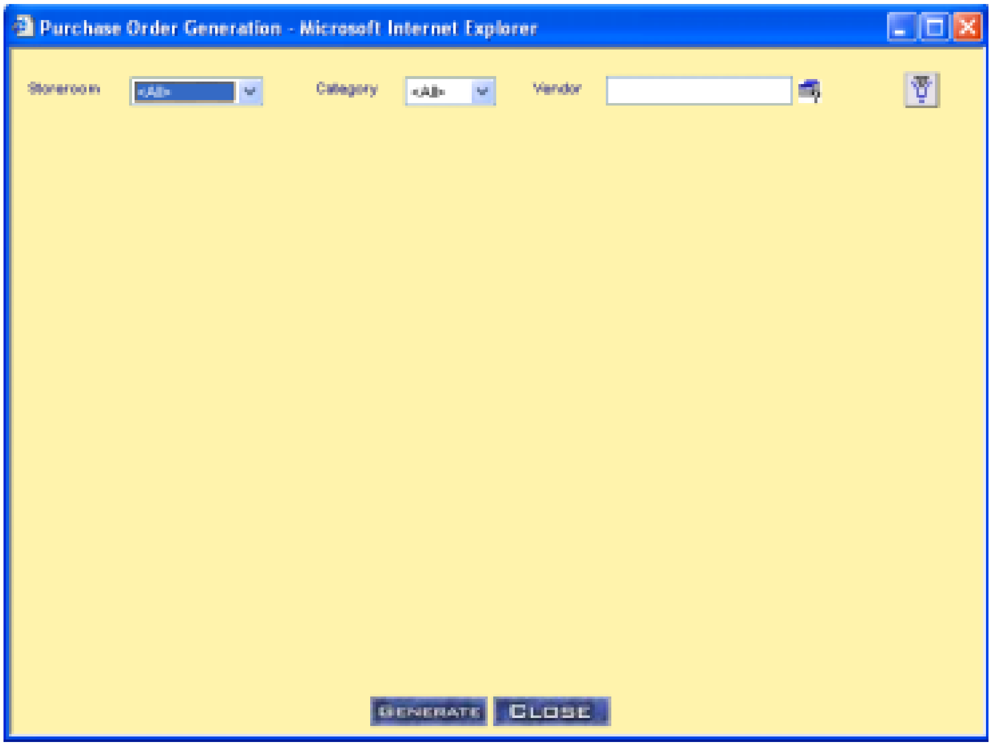
To change the vendor on an approved purchase order you must unapproved the purchase order, change the vendor and then approve the purchase order with the new vendor. To unapproved a purchase order: open the applicable purchase order and then click on the OPERATIONS menu and select Unapprove PO from the drop down menu.

9.1 Auto-Generating Purchase Orders

To Auto Generate Purchase Orders:

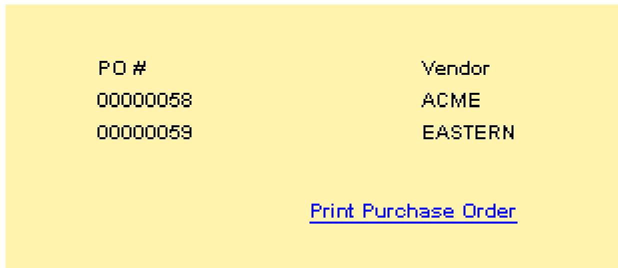
- Click on the PURCHASING button PURCHASING on the left hand side of the screen to access the Purchasing module.
- Click on the on the OPERATIONS menu and select Auto Generate POs from the drop down menu.

The Auto Generate POs screen will open as pictured below:



- You can define your Auto-Generation criteria by selecting a storeroom, category or vendor or you click on the filter button  at the right hand side of the screen to see a table view of all inventory items, which are below min/stock reorder level as shown in the screen capture below. The min/stock reorder level is set in the Inventory module.

- Select the items you wish to generate a PO for by click in the applicable checkboxes  at the left hand side of the item. To select all items, click on "select all" at the top of the table.
- Click on the GENERATE button  to generate the purchase order.
- The purchase order generation screen will display a list of the purchase orders that were generated.



- Click on Print Purchase Order to print the purchase orders that were generated. Click on the CLOSE button  to close the Purchase Order Generation screen.

10.1 Closing Purchase Orders

The close Purchase Order function permits you to close or cancel a purchase order.

To close or cancel a purchase order:

- Click on the PURCHASING button  on the left hand side of the screen to access the Purchasing module.
- Perform a purchase order query to locate and open the applicable purchase order(s).
- Click on the  menu and select Close Purchase Order from the drop down menu.

  The Close Purchase Order screen as pictured below will open:

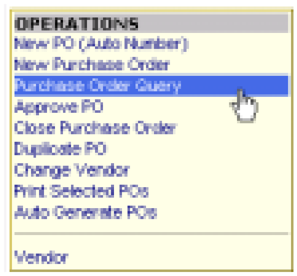
- The Close Date defaults to the current date, to change this date click your mouse into the Close Date field and enter an alternative date.
- Click on the RADIO button ◯ beside Closed or Cancelled.
- Click on the CLOSE button CLOSE to close the purchase order or on the CANCEL button CANCEL to cancel this operation without closing or canceling the purchase order.

11.1 Performing Purchase Order Queries

Use Web Work's query by example feature to easily locate and retrieve purchase orders with the criteria you select.

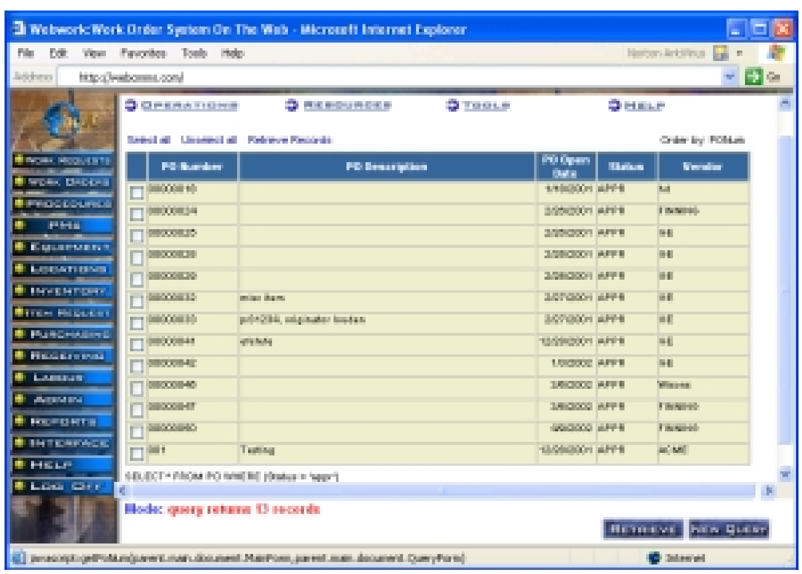
To perform a Purchase Order query:

- Click on the PURCHASING button PURCHASING on the left hand side of the screen to access the Purchasing module.
- By default you are in Query mode when you enter the Purchasing module. If you have been working in a different mode, click on the OPERATIONS menu and select Purchase Order Query to return to query mode.



- Enter selection criteria into any of the fields.

  For example: to open all purchase orders with the status of approved, enter APPR into the Status field.
- Click on the LOOKUP button LOOKUP to display a table containing the records, which match the selected criteria.



- Click on the checkboxes beside any of the records you wish to retrieve or on "Select All" at the top of the table to select all records.

- Click on the RETRIEVE button to retrieve the selected records.

- The PO records will open. If you selected multiple PO records, when you retrieve them an arrow will appear on the bottom left hand side of the screen. Next Click on this arrow to move from one PO record to the next.

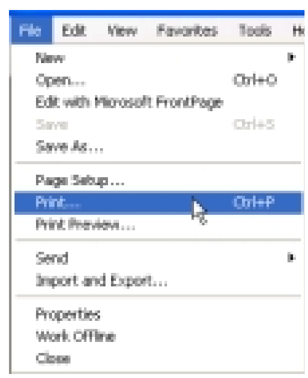
Comparison operators such as: <, >, null, not null and % - wild card can be used to further define a query. See System Overview – Query By Example for more information.

12.1 Printing Purchase Orders

There are two ways to print Purchase Orders. You can print an individual purchase order or multiple purchase orders that you have selected and retrieved.

12.1.1. Printing Individual Purchase Orders

To print only the purchase order that is open on the screen:



- Click on the PRINT button at the bottom right hand side of the screen.

- The selected record will open in a new browser window.

- Click on File and select Print from the drop down menu to proceed with printing.

12.1.2. Printing Multiple Purchase Orders

To print a batch of purchase orders:

- Perform a purchase order query to open the desired purchase order. See Purchasing Queries for more information on performing purchasing queries.

- Click on the OPERATIONS menu and choose Print Selected Procedure from the drop down menu.

- The selected records will open in a new browser window.

- Click on File and select Print from the drop down menu to proceed with printing.

13.1 Vendors

The Vendor module is a sub module of the Purchasing module. To access the Vendor module, click on the menu and select Vendor from the drop down menu.

When the Vendors application is opened, the menu selections under OPERATIONS and RESOURCES change. To return to Purchasing click on the OPERATIONS menu and select Purchasing from the drop down menu.

13.1.1. Creating New Vendors

To create a new vendor:

- Click on the PURCHASING button on the left hand side of the screen to access the Purchasing module.

- Click on the menu and select Vendor from the drop down menu.
- The vendor module will open in query mode.
- Click on the menu and select New Vendor from the drop down menu or click on the NEW button to open the Vendor module in New mode.
- Enter information into the applicable fields.

  The *Vendor ID and Description* fields are required fields. All other fields are optional.

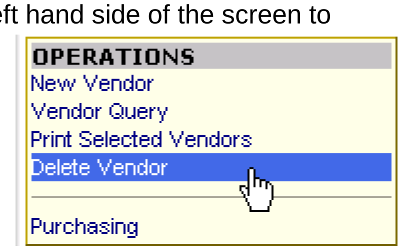
- Click on the SAVE button to save the new vendor.

13.1.2. Deleting Vendors

It is not advisable to delete any records, which have already assigned to a work order. Doing so may compromise the integrity of your database.

To delete a Vendor:

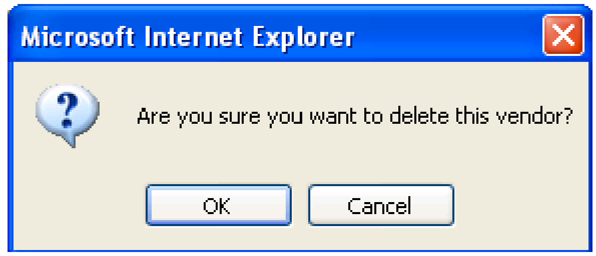
- Click on the PURCHASING button on the left hand side of the screen to access the Purchasing module.



- Click on the menu and select Vendor from the drop down menu.
- The vendor module will open in query mode.

- Perform a vendor query to locate and open the applicable vendor record.
- Click on the OPERATIONS menu and select Delete Vendor from the drop down menu.

  A message box confirming you wish to delete this vendor will open.



- Click on the OK button to delete the vendor or on the CANCEL button to cancel this operation.

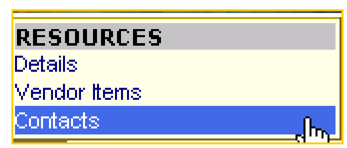
14.1 Vendor Contacts

The Vendor Contacts feature offers the ability to add vendor contact information to a vendor record.

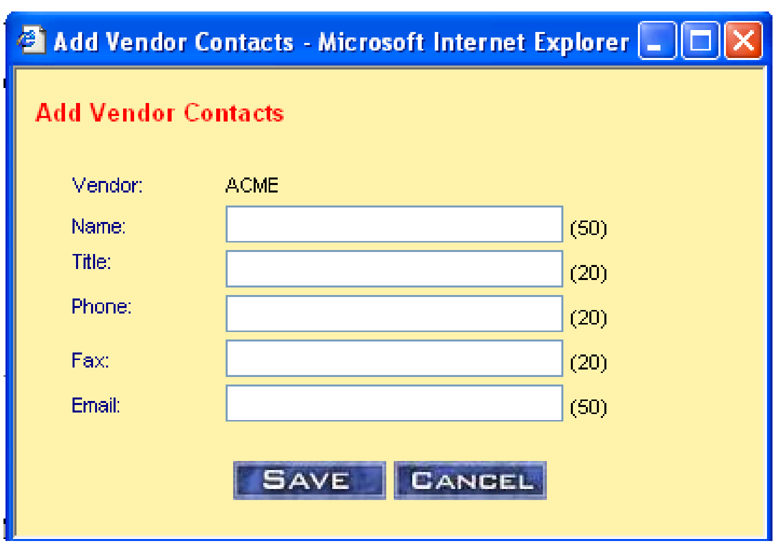
14.1.1. Adding Vendor Contacts

To add vendor contacts:

- Click on the PURCHASING button PURCHASING on the left hand side of the screen to access the Purchasing module.
- Click on the OPERATIONS menu and select Vendor from the drop down menu.
- The vendor module will open in query mode.
- Perform a vendor query to locate and open the applicable vendor record.



- Click on the RESOURCES menu and select Contacts from the drop down menu.
- The vendor record will open in Contacts mode.



- Click on the NEW button NEW to open the Add Vendor Contacts screen.
- Enter a Name, Title, Phone Number, Fax Number and Email Address into the applicable fields.
- Click on the SAVE button SAVE to save the contact and return to the vendor record in Contacts mode. The contact you entered will appear in the table on the lower half of the contacts screen.

14.1.2. Editing Vendor Contacts

To edit a Vendor Contact:

- Click on the PURCHASING button on the left hand side of the screen to access the Purchasing module.
- Click on the menu and select Vendor from the drop down menu.
- The vendor module will open in query mode.
- Perform a vendor query to locate and open the applicable vendor record.
- Click on the menu and select Contacts from the drop down menu.
- The vendor record will open in Contacts mode.
- Click on the Name or Title to open the Edit Vendor Contacts screen.
- Update information as required.
- Click on the Click on the SAVE button to save the updated information or on the CANCEL button to close the Edit Vendor Contacts window without updating.

14.1.3. Deleting Vendor Contacts

To delete a Vendor Contact:

- Click on the PURCHASING button on the left hand side of the screen to access the Purchasing module.
- Click on the menu and select Vendor from the drop down menu.
- The vendor module will open in query mode.
- Perform a vendor query to locate and open the applicable vendor record.
- Click on the menu and select Contacts from the drop down menu.
- The vendor record will open in Contacts mode.
- Click on the Name or Title to open the Edit Vendor Contacts screen.
- Click on the DELETE button to delete the contact or on the CANCEL button to close the Edit Vendor Contacts without updating.

15.1 Performing Vendor Queries

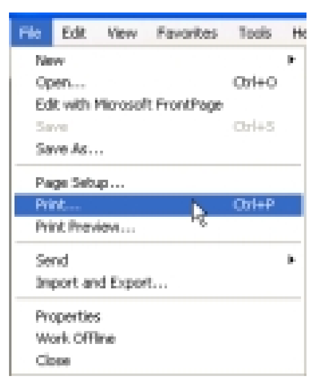
To perform a Vendor query:

- Click on the PURCHASING button on the left hand side of the screen to access the Purchasing module.
- Click on the OPERATIONS menu and select Vendor from the drop down menu. This will open the Vendor module in Query mode. If you have been working in the Vendor module and are in a different mode, click on the OPERATIONS menu and select Vendor Query from the drop down menu.
- Enter selection criteria into any of the fields.
- Click on the LOOKUP button to display a table containing the records, which match the selected criteria.
- Click on the checkboxes beside any of the records you wish to retrieve or on "Select All" at the top of the table to select all records.
- Click on the RETRIEVE button to retrieve the selected records.
- The Vendor records will open. If you selected multiple Vendor records, when you retrieve them an arrow will appear on the bottom left hand side of the screen. Next Click on this arrow to move from one Vendor record to the next.

Comparison operators such as: <, >, null, not null and % - wild card can be used to further define a query. See System Overview – Query By Example for more information.

16.1 Printing Vendor Records

There are two ways to print Vendor records. You can print an individual vendor record or multiple Vendor records that you have selected and retrieved.



16.1.1. Printing Individual Vendor Records

To print only the vendor record that is open on the screen:

- Click on the PRINT button at the bottom right hand side of the screen.
- The selected record will open in a new browser window.

- Click on File and select Print from the drop down menu to proceed with printing.

16.1.2. Printing Multiple Vendor Records

To print a batch of vendor records:

- Perform a vendor query to open the desired purchase order. See Vendor Queries for more information on performing vendor queries.
- Click on the menu and choose Print Selected Vendors from the drop down menu.
- The selected records will open in a new browser window.
- Click on File and select Print from the drop down menu to proceed with printing

17.1 Vendor Items

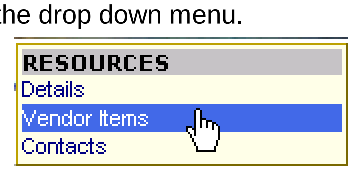
After a vendor is created, you can add items to the vendor record using the Vendor Items feature.

17.1.1. Adding Vendor Items

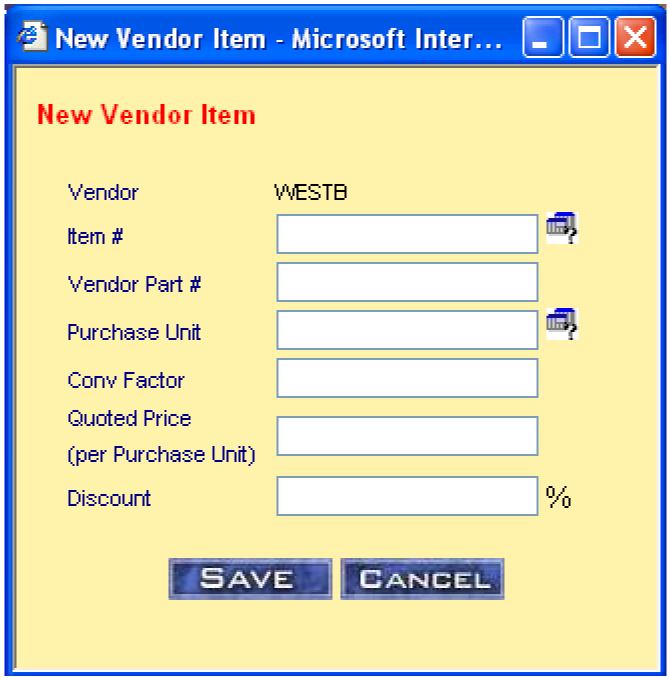
To add vendor items:

- Click on the PURCHASING button on the left hand side of the screen to access the Purchasing module.
- Click on the menu and select Vendor from the drop down menu.
- The vendor module will open in query mode.
- Perform a vendor query to locate and open the applicable vendor record.
- Click on the menu and select Vendor Items from the drop down menu.

  The Vendor module will open in Items mode.



- Click on the NEW button to open the New Vendor Item screen as shown below.



- Enter an Item # or click on the QUERY button to select an item # from the Web Work database.
- Enter the Vendor Part #
- Enter the Purchase Unit. IE: Litre, Box, Ton etc.
- Enter the Conversion Factor. The conversion factor is the number of issue items in a purchase unit.
- Enter the Quoted Price per purchase unit.
- Enter any applicable discount.
- Click on the SAVE button SAVE to save the new vendor item.

  The item will now be displayed in the table on the lower half of the Vendor screen when you are in Items mode.

17.1.2. Editing Vendor Items

To edit vendor items:

- Click on the PURCHASING button PURCHASING on the left hand side of the screen to access the Purchasing module.
- Click on the OPERATIONS menu and select Vendor from the drop down menu.

- The vendor module will open in query mode.

- Perform a vendor query to locate and open the applicable vendor record.
- Click on the RESOURCES menu and select Vendor Items from the drop down menu.

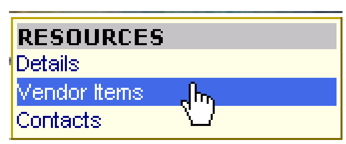
  The Vendor module will open in Items mode.

- Click on the applicable item # or description to open the Edit Vendor Item screen.
- Update information as required.
- Click on the SAVE button SAVE to save the updated information or on the CANCEL button CANCEL to cancel this operation without updating.

17.1.3. Deleting Vendor Items

To delete vendor items:

- Click on the PURCHASING button PURCHASING on the left hand side of the screen to access the Purchasing module.
- Click on the OPERATIONS menu and select Vendor from the drop down menu.
- The vendor module will open in query mode.



- Perform a vendor query to locate and open the applicable vendor record.
- Click on the RESOURCES menu and select Vendor Items from the drop down menu.

  The Vendor module will open in Items mode.

- Click on the applicable item # or description to open the Edit Vendor Item screen.
- Click on the DELETE button DELETE to delete the item or on the CANCEL button CANCEL to cancel this operation.

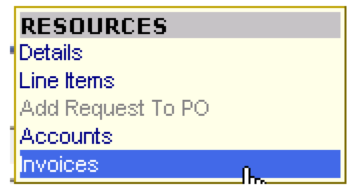
18.1 Invoices

The Web Work invoicing feature allows the user to create invoices for purchase orders.

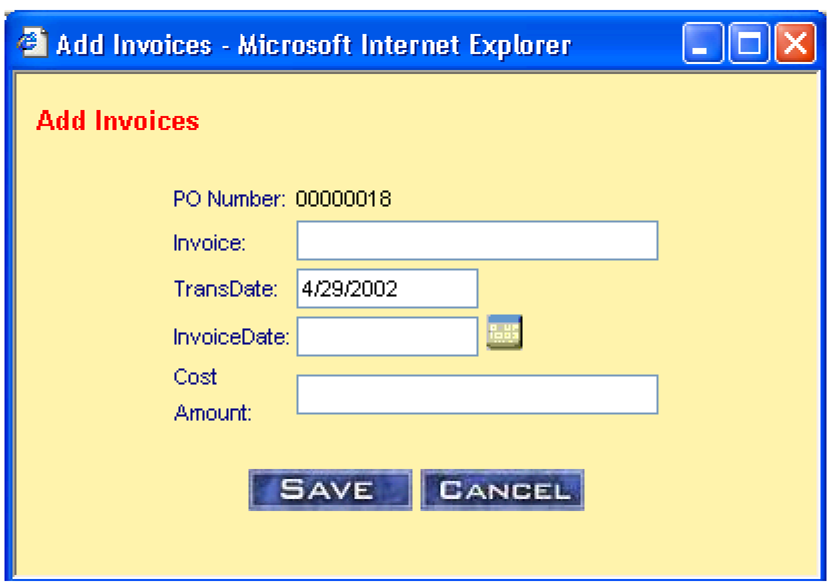
18.1.1. <u>Creating Invoices</u>

To create an invoice:

- Click on the PURCHASING button PURCHASING on the left hand side of the screen to access the Purchasing module.



- Perform a purchasing query to locate and open the applicable purchase order.
- Click on the RESOURCES menu and select Invoices from the drop down menu.
- The Purchase Order will open in Invoices mode.
- Click on the NEW button NEW to open the Add Invoices screen as pictured below.



- Enter an invoice number.
- The Transaction Date field is populated with the current date by default.

- Enter and Invoice Date or click on the CALENDAR button to select a date from the calendar.
- Enter the Cost Amount.

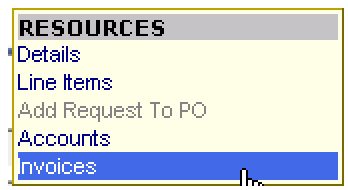
  The cost amount <u>cannot</u> exceed the total amount of the Purchase Order.

- Click on the SAVE button SAVE to save the invoice and return to the Purchase Order in Invoices mode or click on the CANCEL button CANCEL to cancel this operation without updating.

18.1.2. <u>Editing Invoices</u>

To edit an invoice:

- Click on the PURCHASING button PURCHASING on the left hand side of the screen to access the Purchasing module.

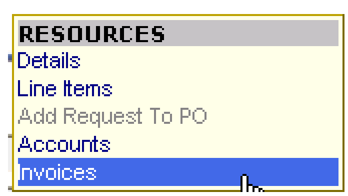


- Perform a purchasing query to locate and open the applicable purchase order.
- Click on the RESOURCES menu and select Invoices from the drop down menu.
- The Purchase Order will open in Invoices mode.
- Update information as required.
- Click on the SAVE button SAVE to save the updated invoice and return to the Purchase Order in Invoices mode or click on the CANCEL button CANCEL to cancel this operation without updating.

18.1.3. <u>Deleting Invoices</u>

To delete an invoice:

- Click on the PURCHASING button PURCHASING on the left hand side of the screen to access the Purchasing module.

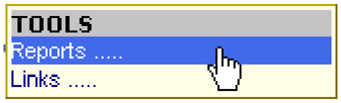


- Perform a purchasing query to locate and open the applicable purchase order.
- Click on the RESOURCES menu and select Invoices from the drop down menu.
- The Purchase Order will open in Invoices mode.

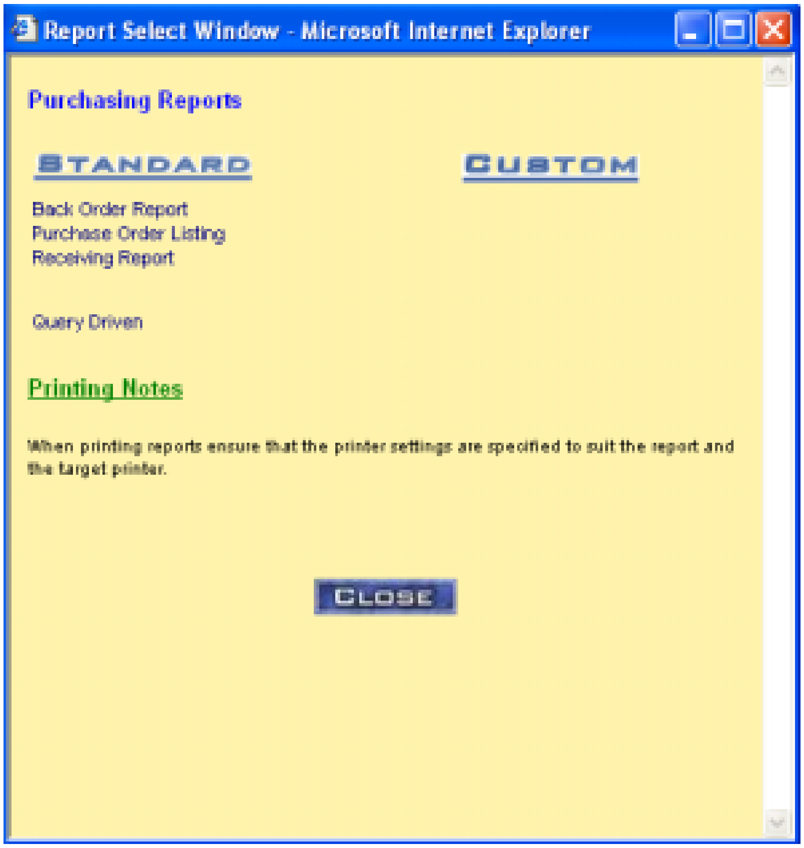
- Click on the DELETE button  to delete the invoice or on the CANCEL button  to cancel this operation.

19.1 Purchasing – Reports

To access Purchasing reports click on the  menu and select Reports from the drop down menu.



A screen similar to the one shown below will open:



Click on any of the Reports listed under Standard or Custom, to open them.

Only reports applicable to the Purchasing module will be displayed. To view all reports, click on the REPORTS module button  on the left hand side of the Web Work screen. For more information about reports, see the Reports section of this manual.

19.1.1. <u>Creating Purchasing Reports</u>

Reports cannot be created in the Purchasing module. To create a purchasing report click on the REPORTS module button REPORTS to access the report writer and create the report.

19.1.2. <u>Printing Purchasing Reports</u>

Purchasing reports can be printed from the Purchasing module or from the Reports module.

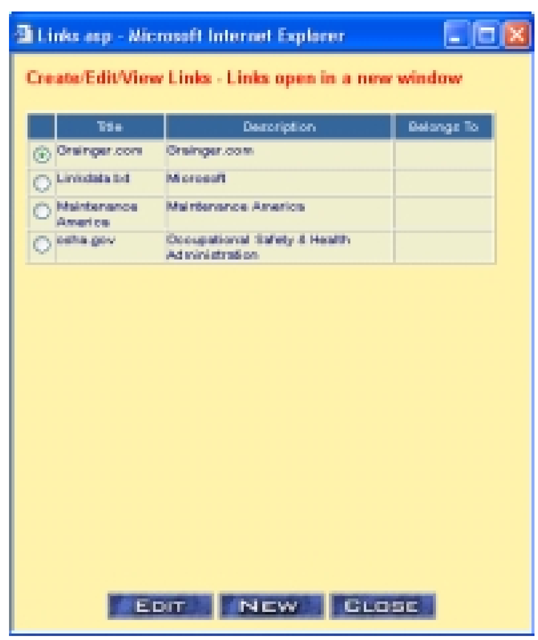
To print a report in the Purchasing module:

- Open the Purchasing module.
- Click on the TOOLS menu and select reports from the drop down menu.
- Select the report you wish to print by clicking on its title.

  The report will open in Preview mode.
- Click on File and select Print from the drop down menu to print the report.

20.1 Links

When you are in the Purchasing module and you select Links from the TOOLS menu, the Web Work Create/Edit Links window will open as shown below. You can view existing links or create new links using this feature.



You can only view links, which have been setup to be accessible from this module or from all modules. Links set up in other modules with the accessibility set as only within that module will not be shown.